

Introduction

The "How to View a Vendors Acceptance to Terms & Conditions" Quick Reference Guide is designed to provide the minimum steps necessary in learning where to find a Vendors Acceptance to the T&C's.

Pre-requisites

You must have the Basic Purchasing Role.

Steps

Step 1:

- a.) From the Home Screen once logged in, select the **Bids Tab > Opened Sub-tab.**
- b.) Select the appropriate Bid & click the **Bid Tab link.**

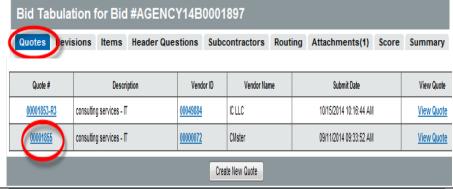


Bid#	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Tabulation
AGENCY14B0001920	Department of Technology Management and Budget	Isidra Chavez	Testing	Open Market	09/22/2014 10:01:00 AM	<u>Bid Tab</u>
AGENCY14B0001897	Department of Technology Management and Budget	Isidra Chavez	consulting services -	Open Market	09/11/2014 09:45:00 AM	<u>Bid Tab</u>

Step 2:

The **Bid Tabulation** page displays, defaulted to the **Quotes Tab**.

a.) Click the Quote # link.



<u>Step 3:</u>

The page refreshes to the **Summary Tab.**

 a.) Under the Header Info section towards the middle of the page you should see the Vendors Acceptance.





Header Information				
Quote #:	00001855	Bid #:	AGENCY14B0001897	
Organization:	Department of Technology Management and Budget			
Description:	consulting services - IT	Delivery Days:	0	
lid Flag:	Yes	Alternate Bid:	No	
reight Terms:	Freight Prepaid	Ship Via Terms:	Best Way	
Promised Date		Info Contact:		
Comment:				
Date Last Updated:	09/11/2014 09:33:52 AM	User last Updated:	Chris Mitchell	
Print format:	Quote			
Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds		eptions.		
% of all mponents exceeds for all mponents. If you swer "No", please ck each Item mber on the Items o and indicate lividually whether ch item meets ese critiera.:	Yes			